

ORDINANCE NO. ____

**AN ORDINANCE AMENDING SECTIONS 2.11.010, 2.11.020 and
2.11.030 OF THE COUNTY CODE**

The Board of Supervisors of the County of San Luis Obispo, State of California, does ordain as follows:

SECTION 1: Section 2.11.010 **Office and department created** of the County Code shall be amended as follows:

2.11.010 – Office and department created.

The San Luis Obispo County general services department and the office of director of general services ~~general services agency is are~~ hereby established. The ~~agency department~~ shall be administrated by the director of general services ~~agency director~~ who shall perform the duties required by Section 2.11.030 and shall possess the qualifications and experience required by Section 2.11.020. ~~The general services agency shall include, but not be limited to airports, parks, construction services, central mail, facilities maintenance, custodial services, purchasing, property management, energy management, reprographics, fleet, communications, and information technology.~~ The director of general services ~~agency director~~ shall also act as the purchasing agent pursuant to Chapter 2.36 of this county code. The director of general services ~~agency director~~ shall be appointed by, and serve at the will and pleasure of the county administrator at a salary to be set by the board. ~~Any section within this county code that refers to the general services director shall mean the general services agency director.~~

SECTION 2: Section 2.11.020 **Qualifications of the general services agency director** of the County Code shall be amended as follows:

2.11.020 – Qualifications for of the director of general services ~~agency director~~.

The director of general services ~~agency director~~ shall possess a combination of training, education, and experience that provides the knowledge, skills, abilities and competencies necessary for the successful management of the general services department. Typically s/he shall have graduated from an accredited four-year college or university with a bachelor's degree in construction management, business administration, public administration or a related field, ~~engineering, industrial arts, computer information systems or a closely related field~~ and have ~~Job-related experience may substitute for the required education on a year-for-year basis. In addition, five years of increasingly responsible management-level experience with a public sector agency, construction management, building facilities or architectural services organization. in the development and administration of varied programs and services, with at least three years in a supervisory position. Alternatively, the general services agency director shall demonstrate to the satisfaction of the county~~

~~administrator that he/she has equivalent skill and abilities necessary for the successful management of the general services agency. A post-graduate degree in the noted areas may substitute for one year of work management-level experience.~~

SECTION 3: Section 2.11.030 **Duties of general services agency director** of the County Code shall be amended as follows:

2.11.030 – Duties of director of general services ~~agency director~~.

The director of general services ~~agency director~~ shall generally advise, assist, and be responsible to the county administrator ~~board of supervisors~~ for the proper and efficient administration-management of the county general services department ~~agency~~ and shall: ~~The general services agency director shall more specifically be responsible to:~~

- (a) Plan, organize, and direct the activities of the general services department ~~agency~~ including but not limited to building and facilities maintenance, architectural services, fleet services, purchasing and property management;
- (b) Represent the county before public and private groups, professional associations and public agencies in matters related to the general services department; ~~Oversee all areas of the general services agency, including, but not limited to airports, parks, county construction services, central mail, facilities maintenance, custodial services, purchasing, property management, energy management, reprographics, fleet, communications, information technology, and administrative support components of the agency;~~
- ~~(c) Perform studies and confer with county officials to determine and implement efficient methods of providing support to county departments;~~
- ~~(d) Formulate and implements strategies for providing responsive customer service relative to internal support services;~~
- ~~(e) Participate in the capital, major maintenance, and information technology project planning and prioritization processes;~~
- ~~(f) Represent the county before citizen groups, advisory bodies and others concerned with county construction, operation and maintenance of county facilities, parks, and airports;~~
- ~~(c)(g) Oversee~~ Supervise the preparation and administration of the general services department ~~agency~~ budget;
- ~~(d)~~ Act as the purchasing agent pursuant to Chapter 2.36 of this county code;
- ~~(h)(e)~~ Supervise and evaluate the performance of assigned staff and oversee all personnel matters, including hiring, reassignments, discipline and separation and terminating of employees as appropriate; ~~;~~

- ~~(i) Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, bench marking state of the art practices, and participating in professional organizations;~~
- ~~(j) Serve on agency committees and boards concerned with agency programs;~~
- ~~(k) Perform such other duties as are set forth by statutes and this code, or as may be authorized by the board of supervisors.~~

SECTION 4: This ordinance shall take effect and be in full force and effect thirty (30) days after its passage; and before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Supervisors voting for and against the ordinance in The Tribune, a newspaper of general circulation published in the County of San Luis Obispo, State of California.

INTRODUCED at a regular meeting of the Board of Supervisors held on the ____ day of _____. 2014, and PASSED and ADOPTED by the Board of Supervisors of the County of San Luis Obispo, State of California on the ____ day of _____, 2014, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

Chairperson of the Board of Supervisors
County of San Luis Obispo, State of California

ATTEST:

County Clerk and Ex-Officio Clerk
Of the Board of Supervisors, County
Of San Luis Obispo, State of California

[SEAL]

ORDINANCE CODE PROVISIONS APPROVED
AS TO FORM AND CODIFICATION:

RITA L. NEAL
County Counsel

By: _____
County Counsel

Dated: _____